

POLICE SERGEANT

DEFINITION:

To supervise sworn and civilian personnel involved in a variety of law enforcement and related tasks and to perform specialized work as assigned.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by a command level officer. Responsibilities include supervision of Detectives, Police Officers and civilian personnel.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include but are not limited to the following:

1. Supervises and trains personnel in unit including planning and scheduling work assignments and counseling subordinates.
2. Prepares job performance ratings on subordinates.
3. Provides functional supervision of employees not directly supervised.
4. Prepares exhibits to be used as evidence and gives testimony in court.
5. Reads, classifies and approves reports and receives citizen complaints.
6. Issue orders for corrective actions and makes special investigations.
7. Attends meetings and may act as a command officer as assigned.

QUALIFICATIONS:

- A. Knowledge of supervisory techniques.
- B. Knowledge of methods of crime scene search/preservation and handling of evidence.
- C. Knowledge of criminal investigation, interviewing and interrogation and apprehension and arrest techniques.
- D. Ability to effectively supervise subordinates.
- E. Ability to organize work, set priorities and write clear concise reports and recommendations.
- F. Ability to interpret written laws, policies and/or procedures and analyzes and interprets crime data.

- G. Ability to communicate and deal effectively with the public, control and coordinate operations and assist on calls which require presence.
- H. Possession of personal characteristics of truthfulness, tact and patience, dependability and responsibility, decisiveness and integrity.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of current law enforcement work, one year of which must be with the City of Hayward Police Department and all three years of the total experience must have involved work similar to that which be experienced in Hayward.

Education:

Equivalent to completion of the twelfth grade including or supplemented by courses in police science. An Associate of Arts degree in a related field is preferable as is eligibility for a POST Advanced Certificate but not required.

License:

Possession of a valid Class C California Drivers License.

PROBATIONARY PERIOD: One Year
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